U.S. FISH AND WILDLIFE SERVICE TRANSMITTAL SHEET

PART	SUBJECT	RELEASE NUMBER
372 FW 1-2	Maintenance Management Objectives and Responsibilities - MMS Maintenance Management System	398
FOR FURTHER INFORMATION CONTACT Office of Information Technology and Management		DATE May 20, 2002

EXPLANATION OF MATERIAL TRANSMITTED:

These chapters revise and clarify policy and procedures for the Maintenance Management System.

Deputy DIRECTOR

FILING INSTRUCTIONS:

Remove:	Insert:
372 FW 1, 12/31/92, FWM 062	372 FW 1, 05/20/02, FWM 398
372 FW 2, 12/31/92, FWM 062	372 FW 2, 05/20/02, FWM 398

2.1 What is the Maintenance Management System? The Maintenance Management System (MMS) documents facility and equipment deficiencies, justifies budget requests for maintenance needs, and provides a sound basis for management decisionmaking. The Maintenance Management System contains four major components: property inventories, condition assessments, budget planning, and a management reporting system.

2.2 Are property inventories required? The General Services Administration requires that we use Government property inventories in the MMS to quantify the complete picture of facilities and equipment we own and to aid in completing inspection and maintenance activities. Field station managers should have accurate and current information on all real and personal property for which they are responsible. We conduct two types of inventories, a Real Property Inventory and a Personal Property Inventory.

A. Real Property Inventory. We conduct the Real Property Inventory in a standardized database that collects basic information on all fixed assets with a replacement cost of $5,000 or more. These fixed assets include such items as buildings, roads, bridges, levees, water management structures, fish raceways, boardwalks, fences, and other structures and facilities. We collect data annually and report it to the General Services Administration.

B. Personal Property Inventory. The Personal Property Inventory catalogs all moveable equipment items with an acquisition cost of $5,000 or more. These items include automobiles, all trucks, heavy construction equipment, agricultural equipment, boats, all-terrain vehicles, weapons, and shop/laboratory/office equipment including laptop computers. The Division of Contracting and General Services maintains personal property records and keeps them current as we transfer, purchase, or dispose of property items. The Division of Contracting and General Services provides annual guidance for conducting required inventory updates.

2.3 What are condition assessments. Condition assessments are periodic inspections by qualified personnel to fully determine and document the condition of a facility or item of equipment and to identify repair, rehabilitation, and replacement needs and costs. The Department of the Interior, Office of the Inspector General, and General Accounting Office now require condition assessments.

A. Condition assessment documentation will:

(1) Verify the inventory of constructed assets and major equipment.

(2) Verify and update current replacement costs.

(3) Verify or identify maintenance deficiencies focusing on reliable and consistent cost estimates for corrective measures.

(4) Provide a reliable facility condition index (FCI) for each asset.

B. The overall result of the systematic and objective condition assessment process is that adequate and reliable cost estimating information is available for effective maintenance and construction budget planning, scheduling, and implementation. An FCI, the ratio of the deferred maintenance costs to replacement value, is made possible by data generated from condition assessments. This is an industry accepted indicator of the overall health of facility infrastructure. Since accurate calculation of this index necessitates accurate estimation of both replacement and maintenance costs, the goal of our condition assessment effort is to assure that these costs are within plus or minus 15 percent of actual.

C. We conduct two basic types of condition assessments:

(1) Comprehensive condition assessments. We conduct these every 5-years on all field stations managing real or personal property. They are hands-on assessments by trained Service employees, sometimes assisted by qualified contractors for highly complex or specialized needs. A comprehensive condition assessment for a field station assesses:

(a) All constructed assets; however, we will devote primary attention to items with a replacement value of over $50,000.

(b) All equipment with a replacement value of over $50,000.

(2) Annual condition assessments. Field stations will complete these assessments in the intervening years between comprehensive condition assessments. The annual updates verify backlog reductions, add any new deficiencies, and identify substantive changes to facility conditions since the last update. We update maintenance cost data for all projects based on changes in needs since the last update.

2.4 What is budget planning? We use the MMS in planning and budgeting at the field station, Regional, and national levels. We primarily use MMS data to:

A. Describe maintenance and capital improvement needs on all field stations.

B. Identify the comprehensive maintenance backlog (i.e., the unfunded or deferred maintenance) that we must address.

C. Provide an ongoing assessment of the relative condition of facilities and equipment.

D. Prioritize projects that we plan to fund.

E. Track project expenditures and accomplishments for funded projects.

F. Develop 5-year deferred maintenance and 5-year construction plans for submission to Department.

2.5 How is MMS a management reporting system? The diversity of data in the Maintenance Management System database constitutes a management reporting system with accurate data on the deferred maintenance backlog and

capital improvement needs, including costs to remedy deficiencies. Once we have identified deficiencies and costs for repairs, project leaders and other Service managers set priorities to meet short-term and long-term maintenance objectives.

A. Cost Estimating. A properly prepared cost estimate includes all labor, materials, and related costs including planning and design, if needed, and construction management costs required to accomplish the job. The estimate (in conjunction with the project priorities established) provides information for approval of proposed projects and allows for planning and scheduling of workloads. We should review cost estimates annually as part of the MMS database update, adjusted to the budget year (current fiscal year + 1), and based on prices in the geographic area. The Regional Engineering Office can provide technical assistance.

B. Reporting and Monitoring. We track funded maintenance and capital improvement projects within our financial system to assist in managing execution of budget funds. We fund construction on a project-by-project basis and assign an individual project number for financial tracking purposes. We may administer Transportation Department-funded projects either within the financial systems of the Federal Highway Administration or within the Service's financial system; in either case we assign them individual project numbers to facilitate tracking of expenditures. As such, all maintenance expenditures documented in the Federal Financial System (FFS) must include an appropriate FFS project number. We may only replace buildings, structures, vehicles, and equipment replaced by the MMS system once we consider them substandard. We will track them by property number of accomplished projects. Each year we prepare a standardized accomplishment report using Departmental instructions.

2.6 What is the Facilities Management Information System? In 2000, the Service initiated integration of facility management information using application software known as the Facility Management Information System (FacMIS). FacMis was created as a "modern, corporate system that links existing Service databases so as to provide one-stop shopping and cross-functional queries of facility data." FacMIS integrates Environmental and Facility Compliance, Federal Financial System, Refuge Management Information System, Fisheries Management Information System, Budget Allocation System, Bridge Safety, Dam Safety, Real and Personal Property Inventories, Seismic Safety, Quarters, and Leased Space databases to enable data search and completion of queries on all facility related data. The Maintenance Management System is a primary component of the FacMIS data integration effort.

2.7 What is the Maintenance Management System Handbook? The Maintenance Management System Handbook contains detailed procedures and references for MMS implementation and operation. The Division of Engineering, National Wildlife Refuge System Office of Information Technology and Management, and Division of the National Fish Hatcheries System will cooperatively maintain this Handbook. The Director will approve and issue all changes and revisions of the Handbook. This Handbook provides standardized procedures for documenting maintenance needs and deficiencies at all Service field stations. The Service estimates our capital investment at over $8 billion for buildings, other structures and facilities, and equipment or vehicles. Service lands totaling over 94 million acres include National Wildlife Refuges, Wetland Management Districts, National Fish Hatcheries, and administrative sites such as the National Conservation Training Center and the Clark R. Bavin National Fish and Wildlife Forensics Laboratory. In addition, the Service is responsible for upkeep of facilities and equipment at various leased sites (i.e., Law Enforcement and Fish and Wildlife Assistance Offices).